



# *U.S. Senate Sergeant at Arms* **Human Resources**

## **Vacancy Announcement**

**POSITION:**

**Equipment Services Specialist (#646)**

**DEPARTMENT:**

Chief Information Officer / IT Support Services / Equipment & Capitol Exchange Services / Asset Management

**SUMMARY:**

This is administrative and technical work ordering, receiving, shipping, delivering and disposing of equipment in support of the Senate community.

**LICENSES AND CERTIFICATIONS:**

Must possess or be able to obtain a trained operators certification (operation of electric pallet jack).

**SALARY RANGE:**

\$52,345 - \$78,522

**HOW TO APPLY:**

All applicants must use the link below and follow instructions.  
<https://sen.gov/XV8V>

**POSTING DATE:**

Wednesday, March 20, 2019 **to Wednesday, April 03, 2019**

**U.S. Senate Sergeant at Arms, Human Resources \* Senate Hart Building SH-142, Washington, DC 20510 \* Phone: 202-224-2889**

The SAA is an equal employment opportunity employer in accordance with the requirements of Senate Rules and regulations and applicable federal laws. It is the policy of the SAA that all employment actions will be administered without regard to an employee's or an applicant's race, color, national origin, religion, disability, genetic information, age, gender, sexual orientation or uniformed service.



## EQUIPMENT SERVICES SPECIALIST

---

### NATURE OF WORK

This is administrative and technical work ordering, receiving, shipping, delivering and disposing of equipment in support of the Senate community. Work includes shipping and receiving equipment, tracking inventory and troubleshooting of equipment and services. Work also involves researching the availability of certain items and preparing the necessary paperwork and requests as required. The incumbent works daily with the IT vendor and state technicians to determine equipment compatibility of stock equipment or to troubleshoot state installation issues with IT equipment that has been shipped out to state offices. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

---

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Provides information regarding equipment, services and policies; handles inquiries on lost, stolen and damaged equipment; logs calls for service.
- Performs, coordinates and monitors the ordering, processing, receiving, shipping, issuance, delivery, transfer, activation, installation and suspension of equipment, parts and services; documents serial numbers; maintains accurate records.
- Conducts physical inventories of equipment in Senate offices and Committees; updates inventory management and on-line ordering systems; enters and updates computer databases for tracking equipment; generates periodic reports; ensures that all changes and updates resulting from additions, deletions and assignments of items are inputted and accurately completed; generates reports.
- Processes vouchers, invoices and receipts when necessary.
- Initiates and updates requisitions, purchase orders and invoices to verify quantities, cost and related details; reviews invoices for payment; researches discrepancies and makes necessary adjustments.
- Assists in the initiation of purchase orders for Senate equipment; initiates purchase orders for in-house repairs and tracks service calls; assists in renewal and cancellation of equipment rental and maintenance contracts.
- Collects copier meter reads for usage reports pertaining to billing.
- Serves as a liaison between the Senate and the General Service Administration (GSA) on local and state equipment; maintains and provides accurate documentation of equipment assignments to Senate offices.



---

**OFFICE OF THE SERGEANT AT ARMS AND DOORKEEPER**  
**UNITED STATES SENATE**

- Prepares used equipment for disposition; runs various software applications to wipe equipment, and ensures data has been removed; troubleshoots wiping software issues as they arise; physically removes drives; degausses magnetic media; ensures equipment is prepared for disposal according to NSA and DOD standards; maintains records of disposals.
- Responds to inquiries regarding the configuration of cables; provides cables as required.
- Sets-up equipment for presentations throughout the Senate complex as required.
- Maintains schedules of equipment available for loan; monitors return of loaned equipment.

---

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work requires good hand- eye coordination, the ability to use hand tools regularly, the ability to sit or stand for extended periods and physical effort such as walking, bending, kneeling, crawling, and/or safely lifting, pushing or carrying objects up to 50 pounds.

---

**MINIMUM QUALIFICATIONS**

Work requires a high school diploma (or GED), and one to three years of experience with customer service, operation of IT, telecom and/or office equipment, and a basic understanding of inventory methods; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of modern public procurement inventory control and asset management practices.
- Knowledge of office equipment, computers, relevant software/Web applications, and spreadsheets and databases.
- Ability to respond to customer inquiries and complaints in a tactful, timely and courteous manner.
- Ability to enter and to keep accurate computerized records.
- Ability to install, test and remove equipment.
- Ability to communicate effectively.

---

**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

Must possess or be able to obtain a trained operators certification on the operation of electric pallet jack.

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.